

MEMORANDUM FOR: NPIC, Dissemination Control

ATTENTION :

REFERENCE :

SUBJECT : Sensitive Document Control

1. Attached for your retention. Indicated below is the copy number of the referenced material. This document is considered sensitive and is to be handled under the Sensitive Document Control procedures.

2. Please provide the following information, on each document to the NPIC/RMO, as soon as possible. The recipient of each document will be held personally responsible for that document and a strict system of accountability implemented.

a. Name

b. Agency Badge Number

c. Room Number (document stored in) 3N181

d. Safe or File Cabinet Number (document stored in)

3. For further information please contact the undersigned on extension

Records Management Officer, NPIC

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a. Name

b. Agency Badge Number

c. Room Number (document stored in) 3N111

d. Safe or File Cabinet Number (document stored in) H344

3. For further information please contact the undersigned on extension

Records Management Officer, NPIC

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a. Name

b. Agency Badge Number

c. Room Number (document stored in) 3N112

d. Safe or File Cabinet Number (document stored in) 298417

3. For further information please contact the undersigned on extension

Records Management Officer, NPIC

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